



CONTROLLER

DEPARTMENT: PUBLIC SERVICES

GRADE 36

CHARACTERISTICS OF THE CLASS:

This is responsible professional accounting and administrative work of considerable difficulty planning, organizing and directing the activities of the City's Public Services Administrative Division. An employee in this class supervises a staff of professional accounting and clerical personnel responsible for maintaining general and subsidiary accounting ledgers and systems, accounts receivable, accounts payable, budget, project accounting, and financial reporting. Work requires the performance of broad accounting functions including planning, installing, revising, and maintaining accounting systems and procedures and preparing financial statements and reports. Assignments are received in the form of broad objectives and are performed with considerable initiative, independence and under limited supervision by an administrative superior. An employee in this class must work effectively with and maintain communications with department officials, other City employees, and the general public. Work is reviewed through periodic conferences, audits, study of regular and special reports, and general observation.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises the activities of the Public Services Administrative Division; plans, directs, and assigns the work of a staff of professional accounting and clerical personnel engaged in maintaining the Division's general and subsidiary accounting ledgers and systems.
2. Directs and advises subordinates concerning difficult work assignments; reviews work performed for accuracy and completeness.
3. Supervises and participates in the preparation of the Charter School's Comprehensive Annual Financial Report and supporting audit work papers and other regular and special financial and statistical statements and reports.
4. Participates in the development, testing, and installation of new data processing applications, works closely with computer systems personnel concerning maintenance and enhancements to existing systems.
5. Designs and develops accounting systems, controls, procedures, and forms to promote effective and efficient operations and for financial management and control.
6. Recommends the establishment of new funds, accounts, policies, procedures, and systems to insure compliance with laws, regulations, and generally accepted accounting principles applicable to governmental units.
7. Confers with accounting and administrative personnel of other divisions and departments regarding financial and accounting practices.

8. Participates in the preparation of the overall Public Services, Utilities, and Charter Schools budget and supervises the monitoring of the budget, including capital projects, during the fiscal year.
9. Performs related work as required.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Have graduated from an accredited college or university with a Bachelor's Degree in Business Administration with a concentration in accounting. Have at least five (5) years of progressively responsible professional accounting and other fiscal management experience, including some supervisory experience. Experience must have included at least one (1) year in municipal accounting and auditing. Certified Public Accountant (CPA) status OR possession of a Master's Degree from an accredited college or university in accounting, finance, or business administration may be substituted for one (1) year of the experience requirement noted in #2 above; however, no substitution is allowed for the required governmental experience.

B. Knowledge, Skills and Abilities:

Extensive knowledge of the principles, practices, and methods of governmental accounting.

Extensive knowledge of applicable laws, regulations, procedures, and processes applicable to government accounting.

Considerable knowledge of administrative management procedures and techniques.

Considerable knowledge of modern office practices and procedures and standard office and accounting equipment as well as microcomputer and mainframe information processing equipment and applications applicable to accounting and finance.

Ability to plan, organize, direct, and review the work of professional, supervisory, and clerical employees, and to develop improvements in financial management practices.

Ability to analyze financial accounting and record keeping problems and to recommend and establish adequate systems and procedures of reporting to provide information required for effective administration.

Ability to prepare difficult and complex financial, statistical, and administrative reports.

Ability to establish and maintain effective working relationships with department officials, other City employees, and the general public.